



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 17160 - Executive for ISE Oversight and Stakeholder Engagement - SNIS Professional Tier 1

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 11/30/2016 – 12/23/2016

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** PE/PMISE

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Professional Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates and highly qualified GS-15s may apply.



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Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees.

## **Salary Determination**

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## **Component Mission**

**PARTNER ENGAGEMENT COMPONENT MISSION** The mission of the Office of the Assistant Director of National Intelligence for Partner Engagement (ADNI/PE) is to "Advance partnerships and responsible intelligence and information sharing to enhance decision-making" while we lead and effectively manage a diverse and highly skilled workforce; strengthen partnerships to enable integration, promote mutual understanding, and support accountability; promote interoperable capabilities to drive intelligence and information sharing while protecting privacy, civil liberties, and civil rights; optimize intelligence and information sharing to identify and address threats and opportunities; and develop and implement repeatable business practices to support PE decision making and achieve mission performance.

## **Major Duties and Responsibilities (MDRs)**

- This Division leadership position provides significant opportunity for a senior government employee with extensive inter-agency and management experience and strong interest in accelerating national information sharing and safeguarding capabilities.
- The applicant will have the opportunity to directly lead implementation of related National Strategies, Office of the Program Manager - Information Sharing Environment (PM-ISE) priorities and projects conducted in collaboration with Federal, State, local, and tribal governments, the private sector, and international partners within the law enforcement, intelligence, defense, homeland security, and diplomatic communities.



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- There will be exciting and demanding opportunities with high priority projects as this position will be responsible for leading ISE policy and governance, ISE resource oversight, stakeholder engagement, managing project oversight, and performance management of over 100 staff projects related to national information sharing and safeguarding initiatives.
- We want a successful SES-level officer or high potential GS-15, with time-in-grade in information sharing policy and project management to help us achieve the ISE vision – Effective Partnerships For A More Secure And Safe Nation.
- The PM-ISE work environment is fast paced, with a broad span of government-wide responsibilities; tough national problems to solve; rapidly changing priorities; and relatively unstructured.
- High performing individuals are recognized, rewarded, and incentivized to advance.
- Specifically, the applicant will:
  - Lead and oversee National ISE Oversight & Stakeholder Engagement initiatives involving Federal, State, local, and tribal echelons of government and private sector & international mission partners.
  - Develop, maintain, and oversee / monitor / support implementation of the ISE and PM-ISE strategies and implementation plans, including managing outreach, engagement, buy-in, and implementation in partnership with other ISE divisions with stakeholders including agency partners, NSC, OMB, and non-federal partners
  - Lead engagement with Inspector General and GAO on resolving high risk and terrorism-related information sharing findings, including ensuring support for leveraging ISE strategies and implementation plans as the prime government-wide way in which recommendations and findings are discharged.
  - Direct and oversee interagency planning, programming, budgeting, execution, program review, and management processes in consultation with the National Security Council Staff and OMB.
  - Develop, design, align, and implement government-wide management, governance, programmatic, performance, privacy, and stakeholder engagement information sharing and safeguarding processes and solutions in accordance with legal and policy requirements.
  - Lead planning, development, coordination, and review of strategic plans, implementation plans, guidance memoranda, standards, progress reports, communications, and responses to external inquiries.
  - Establish, coordinate, and maintain clear roles and responsibilities for participants to support development of strategies to institutionalize capabilities and build strong linkages with mission partners.
  - Conduct ongoing interagency collaboration and outreach with senior Department and Agency, OMB, and National Security Council personnel related to ISE management, investment, performance, and policy matters.
  - Promote mission and policy priorities when interacting with Congressional, Executive Branch, public & private sector, and international stakeholders and mission partners.
  - Plan, manage, and execute the daily operations of the PM-ISE Oversight & Stakeholder Engagement Division including overseeing the Division's priorities, personnel, contract support, and budgetary resources.



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- Serve as Deputy Director, Classified Information Sharing and Safeguarding Office within the Office of PM-ISE and in accordance with EO 13587. - Serve as a member of the PM-ISE senior management team in planning, coordinating, aligning, and executing program management responsibilities.

## Mandatory and Educational Requirements

- Referenceable results with inter-agency coordination and collaboration – strategy, policy, or programmatic – at the SES level in and around information sharing and safeguarding.
- Experience coordinating information sharing and safeguarding issues across at least two and preferably more of the following communities; intelligence, law enforcement, homeland security, defense, and foreign affairs.
- Expert knowledge of the laws, policies, procedures, and technologies affecting information sharing and safeguarding in the intelligence, defense, homeland security, law enforcement, and foreign affairs communities.
- Expert knowledge of strategic planning, program management, and performance management processes including budget development and execution, acquisition, and grants.
- Outstanding interpersonal, communication, and stakeholder engagement skills and ability to work effectively with senior stakeholders within and outside the United States Government.
- Master ability to analyze, coordinate, implement, and communicate large-scale, cross-cutting information sharing and safeguarding practices and procedures.

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [mcpherc@dni.ic.gov](mailto:mcpherc@dni.ic.gov) (Candace M.) and [joswicd@dni.ic.gov](mailto:joswicd@dni.ic.gov) (Daniel J.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [mcpherc@dni.ic.gov](mailto:mcpherc@dni.ic.gov) (Candace M.) and [joswicd@dni.ic.gov](mailto:joswicd@dni.ic.gov) (Daniel J.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3811; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**